

Request for Proposals Memorandum

To: Prospective Bidders
From: Dr. Josh Isaacson, Superintendent
Date: 6/15/2021
Re: **Technology Support Services**

De Soto #73 School District is requesting competitive proposals from vendors for the purpose of Technology Support Services. Enclosed is a Request for Proposal (RFP), responsive Proposal will comply with all federal, state and local regulations. Information regarding the services to be provided, information which must be submitted as part of the Proposal, and related details are included in the accompanying RFP.

Proposals will be accepted no later than 9 a.m., Tuesday, July 6, 2021. No late submittals will be accepted. The Board of Education reserves the right to accept or reject any or all Proposals, to waive any irregularities, and to accept the Proposal that is in the best interest of the District. The award for the **Technology Support Services** may be considered by the Board at its regular meeting on **July 15, 2021** .

Questions may be directed to **Dr. Josh Isaacson, Superintendent**, via phone at **(636) 586-1000** or via email at isaacson.josh@desoto.k12.mo.us

Proposal bid packet and specifications may be obtained by accessing the District Website at www.desoto.k12.mo.us/administration/request_for_bids

Interested firms are to submit two (2) copies of their response to the RFP. Proposals shall be delivered in sealed envelopes clearly marked as indicated below.

De Soto #73 School District
Attn: Dr. Josh Isaacson
610 Vineland School Road
De Soto, MO 63020

RE: Technology Support Services

Important Dates

PRE BID MEETING/SITE VISIT.....N/A
RETURN DATE and TIME..... **Tuesday, July 6, 2021, prior to 9 a.m.** local time
BID OPENING DATE and TIME **Tuesday, July 6, 2021, at 9:30 a.m.** at the Central Office, 610 Vineland School Road, De Soto, MO 63020

All proposals submitted with RFP **Bid Form** must be delivered to the Superintendent Office **before 9:00 a.m. on Tuesday, July 6, 2021.** to be considered for evaluation. Proposals received after this time may not be accepted and may be returned to the vendor unopened.

De Soto #73 School District REQUEST FOR PROPOSAL

Title: **Technology Support Services**

Issue Date: 06/15/2021

Contact Person: Dr. Josh Isaacson

Phone: (636) 586-1000

Email: isaacson.josh@desoto.k12.mo.us

RETURN PROPOSAL NO LATER THAN: **Tuesday, July 6, 2021 at 9:00 a.m. CST**

RETURN PROPOSAL AND ADDENDA TO:

De Soto #73 School District

ATTN: Dr. Josh Isaacson

610 Vineland School Road

De Soto, MO 63020

RE: **ITechnology Support Services**

Request for Proposal Specifications

The De Soto # 73 School District is seeking written proposals from qualified firms experienced in providing Technology Support Services for the 2021-2022 school year, with a two-year contract extension option. The entity selected to provide these services will facilitate implementation of all instructional, curricular, and management functions within the District.

The entity selected to provide these services will facilitate implementation of the Board approved Comprehensive School Improvement Plan (CSIP) via technological support of all instructional, curricular, and management functions within the District. Consultants who respond to this RFP will have extensive experience, a knowledgeable background, and possess qualifications in the following areas:

- A. Qualified to provide Instructional & Technology Support as a Technology Director, Systems and Network Administration, and Desktop Support for a public school district.
- B. Analysis and subsequent recommendations for enhancing/supplanting all operating hardware and software systems.
- C. Restructuring of all information and communication technology protocols, e.g., work orders, personnel assignments, job descriptions, procurement, etc. (The district plans to continue to employ to full time technicians that will be under the direction of the individual director provided by the vendor, but paid for and employed as district personnel.
- D. Implementation of a technology infrastructure that supports the specific needs of a school district.
- E. Comprehensively inventorying all software and hardware systems and providing to District a comprehensive documentation of all technology assets, resources, DR, procedures, etc.
- F. Long and short-term acquisition planning for all software and hardware systems.
- G. Providing visionary 21st century leadership for the District's current Technology and Support Services employees.
- H. Facilitating a state-approved, cutting-edge District technology plan.

- I. **Advising the Superintendent and Administrations regarding resources required to institute a world-class, Technology and Support Services program.**
- J. **Ability to engage all District stakeholders regarding pragmatic technology usage for the purpose of attaining student achievement goals.**
- K. **Experience in collaborating with a public or private communications organizations to create and maintain a provocative, customer friendly website.**
- L. **Capability to provide near-immediate, on-site support for Student computing devices experiencing issues during the school day.**

The School District is looking for a highly qualified professional partner who is capable of performing the aforementioned scope of work. It is expected that the consultant's contract will consist of fixed hourly costs or a not to exceed annual cost for all positions and duties needed to complete the related services for the District.

IV. INFORMATION REQUESTED

- A. **QUALIFICATIONS, PERSONNEL AND EXPERIENCE - All respondents must provide the following information:**
 - 1. **The Name, Title, Address, Telephone Number and Fax Number of the primary contact person for your proposal.**
 - 2. **Summarize your firm's qualifications to serve as the Technology Support Services Consultant for the School District. (Please complete addendum to address specific experiences for District's needs – All Vendors must complete Addendum included below to be considered for contractual relationship with District)**
 - 3. **Provide a brief description of the firm. Please indicate whether you plan to have an office located within the School District and what services are provided by that office.**
 - 4. **Provide at least three references of which include One (1) K-12 school district.**
 - 1) _____
 - 2) _____
 - 3) _____
 - 5. **Provide a budgetary synopsis of costs associated with Technology Support Services during the 2021-2022, 2022-23, and 2023-2024 school years, based on the following service expectations:**
 - 1) **Vendor will provide at least one (1) full-time or full-time equivalent (FTE) technology support professional to act as the on-premises Technology Coordinator. This individual(s) will report directly to the School District location and be dedicated to the School District on a daily and weekly basis, and be under the direction of the District Administration for daily tasks. Vendor will employ and manage the individual(s), provide salary and benefits package, and be fully responsible for all financial liabilities associated with an employee(s).**
 - 2) **Vendor will provide at least 100 hours of annual supplemental support (in addition to the Vendor's on-site presence for District), and separate from upcoming projects outlined in subsection 5) of this section.**

- 3) In addition, the Vendor will provide Remote Monitoring, Management, and Help Desk Support for the following:
 - a) Technical monitoring and management of 400 Windows-based computers (seats) and (3500 chromebooks)
 - b) Unlimited domestic phone and remote support help desk for all staff members (for School District-related business only)
 - c) Anti-virus software for 400 Windows-based computers

B. LOCAL LAWS

By submitting a proposal, the firm represents and warrants that it is familiar with state (Missouri) and local laws and ordinances, and will conform to all state, local, and federal laws, including but not limited to workers' compensation and all anti-discrimination mandates and the firm's obligation to do so shall be included in the contract with the School District.

V. EVALUATION AND AWARD PROCESS

A. EVALUATION AND AWARD CRITERIA

During the evaluation process, the School District reserves the right, where it may serve in the School District's best interest, to request additional information or clarifications from respondents, or to allow for the correction of errors or omissions. At the discretion of the School District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Selection will be made from a short list of respondents deemed to be fully qualified and best suited among those submitting proposals. Evaluation of proposals will be based on the following criteria, listed not necessarily in order of importance:

1. Capability to provide the required services within budget and in a timely manner;
2. Experience as it pertains to Missouri/regional school districts;
3. Fees (although fees and compensation will be an important factor in the evaluation of proposals, the School District is not required to choose the lowest bidder);
4. Assessment of Vendor's response to Addendum
5. Experience and background of the firm and personnel named in the Statement; and
6. References.

The School District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the respondent of the conditions contained in this request for proposal, unless clearly and specifically noted in the submitted proposal and confirmed in a subsequent agreement between the School District and the respondent selected.

B. RIGHT TO RETAIN ALL PROPOSALS; PUBLIC INSPECTION

All materials submitted in response to this solicitation become the property of the School District and will not be returned. Please be advised that all proposals will be subject to public inspection.

De Soto #73 Technology Support Services Addendum (All Vendors Must Complete):

Please check the boxes below if your organization has specific experience related to the detailed examples provided. In addition, in the column furthest to the right, please provide detailed, concrete examples of the types of services your company provides related to each area of need. Explanations can be attached as a separate document, if additional space is needed.

Area of Responsibility	Examples of District Needs:				Please Explain why Vendor is qualified in this area:
Classroom Needs	Providing immediate support for teachers using technology as part of instructional process	Troubleshooting training, and maintaining Smart Boards (including bulbs) and other classroom-based technology	Maintaining laptop carts, student Chromebook and other classroom devices	Providing support with an educational focus; understanding the big picture of the school district's mission and vision.	
Vendor Experience? (Check=Yes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data-Related Needs	SIS K12 troubleshooting, updating, management.	SISfin troubleshooting, updating, management including SQL server.	Support Administration and Staff with MOSIS submissions, if needed.	Maintain databases related to SIS, SISfin, parent access to student information etc.	
Vendor Experience? (Check=Yes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Network	Managing Content Filter: (blocking/unblocking sites and keywords)	Managing Enterprise class wireless network (access points and controller, multiple SSID's etc.)	Managing network infrastructure (wired and wireless) Installing new network switches, routers, access points, firewalls, UTM devices, etc.	Managing and monitoring the internet bandwidth utilization rates and collaborating with Windstream Support.	
Vendor Experience? (Check=Yes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Administrative Duties	Managing and coordinating relationships and appointments with vendors. (Windstream, MoreNet, Schillers etc.)	Managing volume licenses with various software	Coordinating and managing information and forms to be submitted as part of the E-Rate filing process. Working with staff to utilize grant and fund monies.	Managing the Technology Department including any potential staff or student workers and/or college interns that may be utilized to assist in the support of the District.	
Vendor Experience? (Check=Yes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Area of Responsibility	Examples of District Needs:				Please Explain why Vendor is qualified in this area:
Software	<p>Troubleshooting and solving Flash, Java, Adobe issues within browser based app, etc.</p> <p>Troubleshooting google issues within chrome.</p>	<p>Managing the chrome environment districtwide.</p> <p>Managing the Google LMS.</p>	<p>Maintaining laptops, desktops and Chromebook to ensure they are up to date and working properly.</p>	<p>Supporting and managing SIS K12 and SISfin applications.</p>	
Vendor Experience? (Check=Yes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instructional and Educational Specific Needs	<p>Supporting Smart and Promethean Boards and other classroom-based technologies</p>	<p>Training Staff on Technology Software</p>	<p>Training Staff of Technology Hardware</p>	<p>Support De Soto with at least one FTE on-site (or a model that provides the equivalent onsite service)</p>	
Vendor Experience? (Check=Yes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Remote Support Capabilities	<p>Provide 24/7 remote network, server, and PC/Chromebook monitoring with integrated anti-virus as part of the RMM solution.</p>	<p>Provide domestic help desk support for organizations with over 350 employees</p>	<p>Providing remote control support for immediate technology support for issues not requiring and on-site visit (M-F 7:00am - 5:00pm)</p>	<p>Provide additional levels (desktop support, network admin senior-level, etc.) of technology support to supplement on-site staff for no</p>	

				additional charge.	
Vendor Experience? (Check=Yes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Tech Needs	Managing, maintaining, and supporting Windows Active Directory, Windows server, and all editions of current windows.	Managing, maintaining, and supporting non-windows devices (Mac, iPads/Pods, tablets, ChromeOS, etc.)	Supporting and Repairing Desktops, laptops, and mobile devices.	Managing and monitoring backup of data, network configs, databases, etc.	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Area of Responsibility	Examples of District Needs:				Please Explain why Vendor is qualified in this area:
Leadership and Vision	Developing and writing comprehensive, multi-year technology plans for De Soto , as well as multi-year technology acquisition cycles and budgets	Developing and implementing plans for improving the districts 1:1 goals.Maintain district Website and web presence.	Working collaboratively with De Soto to ensure to find ways to enhance the learning environment. Bringing ideas from other districts on how to handle the technological challenges and nuance of the K-12 environment	Conducting comprehensive technology audits for multiple school districts to ensure that De Soto can learn from other district successes and failures.	
Vendor Experience? (Check=Yes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Alternative Bid Option (please list item as alternative bid option) also requested for the following:
N/A

Request for Proposal Bid Form
(Please submit completed Bid Form with your proposal documents)

Name of Bidder:		
Address (Street):		
Address (City, State, Zip Code):		
Phone #:	Fax #:	Email Address:

The undersigned acknowledges the receipt of the follow Addenda:

Addendum No. 1 Date: _____ Addendum No. _____ Date: _____

Base Bid Price:

The undersigned bidder agrees to provide all products or perform services required as shown and indicated in the request for proposal specifications for the sum of:

\$ _____

\$ _____ Dollars

Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Alternate Bids: (As Specified)

- | | | |
|----|--|----------|
| 1. | | \$ _____ |
| 2. | | \$ _____ |

Completion/Delivery Date (Products/services) _____.

The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto. The De Soto #73 School District and the Board of Education would like to thank Bidders for their responses. Please complete bid form, note any necessary modifications and submit.

Authorized Signature

Printed Name

Date

GENERAL CONDITIONS

ALL INTERESTED PARTIES SUBMITTING A PROPOSAL IN RESPONSE TO THIS REQUEST FOR PROPOSALS SHALL BE EXPECTED TO OBSERVE THE CONDITIONS AND REQUIREMENTS SET FORTH IN THESE GENERAL CONDITIONS. SUCH CONDITIONS AND REQUIREMENTS SHALL FORM AN INTEGRAL PART OF THE CONTRACT TO BE AWARDED BY THE DISTRICT. THE OWNER RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND TO WAIVE ANY TECHNICALITIES THEREIN.

Proposals, prices, terms and conditions shall remain firm for a period of ninety (90) days from the due date for Proposals or until the time when the District takes official action on the Proposals.

The District reserves the right to modify the specifications prior to the Proposal submission deadline and will endeavor to notify all potential Companies that have received a copy of the specifications, but failure to notify shall impose no obligation or liability on the District.

Due regard will be given for the protection of proprietary information contained in all Proposals received. However, vendors should be aware that all materials associated with the procurement are subject to the terms of the Freedom of Information Act (FOIA) and all rules, regulations and interpretations resulting there from. Proposals containing data that the Company does not want used or disclosed for any purpose other than evaluation of the Proposal may be restricted, provided the Company marks the cover sheet of the Proposal with the following legend: **“Technical data contained on pages _____ and _____ in this Proposal furnished in connection with the Request for Proposals of the De Soto #73 School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Company as a result of or in connection with the submission of this Proposal, De Soto #73 School District shall have the right to use or disclose technical data to substantiate the award of a Contract.”**

The above restriction does not limit the District’s rights to use or disclose without the Company’s permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above legend. Proposals submitted with restrictive legends or statements which differ from the above will be treated under the terms of the above legend. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.

The Company shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.

No Company shall engage in any activity or practice, by itself or with other Companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Company’s Proposal.

The District may accept one part, aspect or phase, or any combination thereof, of any Proposal unless the Company specifically qualifies its offer by stating that the Proposal must be taken as a whole.

The District may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.

To facilitate consideration of the Proposals, the District may, at its option, conduct interviews after receipt of the Proposal. If this is necessary, the Company will be contacted to arrange a time for an interview.

The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal. The District reserves the right to negotiate final contract terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal. The District may accept any Proposal as submitted whether or not negotiations have been conducted between the parties. Neither the commencement or cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.

The District reserves the right to withdraw the award to a successful Company within 30 days of the award if, in the opinion of the District, the successful Company is unable or unwilling to enter into a form of contract satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Company.

In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Company with specifications, instructions and all conditions of bidding shall be construed in favor of the District.

All of the terms and conditions of this RFP are deemed to be accepted by the Company and incorporated into the Company's Proposal submission. The terms and conditions stated in this RFP and the successful Company's response to this RFP shall be incorporated into a final Agreement between the District and the successful Company. Any conflict in the wording between the final Agreement and the wording of the terms and conditions of this RFP and the response of the Company shall be resolved in favor of the District and shall be deemed to be incorporated into the final Agreement.

The successful Company must not at any time assign any portion of its contract with the District nor shall it assign the contract without the written permission of the District. The successful Company must not, at any time, change sub-consultants approved by the District without written permission of the District, other than as listed in the bid submission.

The District may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful Company; liquidation or dissolution of successful Company; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Company; assignment by successful Company for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful Company.

In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Agreement, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Agreement by providing written notice to the successful Company and the District will thereby be relieved from all further obligations under the Agreement.

The submission of a Proposal will be construed to mean that the Company is fully informed as to the extent and character of the supplies, materials, equipment, and service in complete compliance with the specifications.

Prices shall be net, including transportation and delivery charges, to the destination indicated in the Proposal. Title shall not pass until items have been delivered to the acceptance by the District.

In all specifications, the words "or equal" are understood to follow each item description. The decision of the District as to whether an alternative or substitution is in fact "equal" shall be final.

All interested Companies submitting a Proposal in response to this RFP shall be expected to observe the conditions and requirements set forth in the RFP. Such conditions and requirements shall form an integral part of the contract to be awarded by the District.

PROPOSALS:

- 1) All proposals must be submitted in writing and in accordance with instructions provided by the District.
- 2) Proposals received after the time stated in the notice to Interested Parties may not be considered. The Interested Party assumes the risk of any delay in the mail or in the handling of the mail by employees of the District. Whether sent by mail or by means of personal delivery, the Interested Party assumes responsibility for having his proposal deposited on time at the place specified.
- 3) General and special instructions, in connection with each item against which a proposal is submitted, must be given to constitute a proposal.
- 4) The submission of a proposal will be construed to mean that the Interested Party is fully informed as to the extent and character of the supplies, materials, equipment, and service in complete compliance with the specifications.
- 5) No charge will be allowed for federal, state or municipal sales and excise taxes because the District is exempt from such taxes. The proposal price shall be net and shall not include the amount of any such tax.
- 6) In all specifications, the words "or equal" are understood to follow each item description. The decision of the District as to whether an alternate or substitution is in fact "equal" shall be final.
- 7) Prices shall be net, including transportation and delivery charges, to the destination indicated in the proposal. Title shall not pass until items have been delivered to and accepted by the District.

PRODUCT OR SERVICES INCLUDED:

The interested party shall furnish all labor, materials and equipment necessary to perform the scope of work and any services under the Contract, with direction from the District.

PRICE ESCALATION CLAUSE:

No increase in overhead and/or profit to the Vendor will be allowed. At the time of request, the interested party must furnish written substantiation of increase by its supplier/manufacturer to the Purchase Officer. Such substantiation shall be in the form of invoices, receipts and/or other appropriate documentation showing costs in effect at the time of proposal versus cost in effect at the time of the request for price escalation. Any price increase must be substantiated to the satisfaction of the District and shall only be effective upon acceptance by the District in writing.

MATERIAL LISTED:

Each Interested Party shall submit, on attached sheets, the exact names of the various items on which it is submitting proposals. Items shall be clearly marked and fully describe any variations from that specified. While the District has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is provided solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.

INSURANCE:

The Vendor, at its sole cost and expense, shall obtain and maintain a General Commercial Liability Insurance policy, which includes coverage for contractual liability, products liability and completed operations and property damages. The interested party will also keep in force and effect throughout the Term workers' compensation insurance to the extent required by law.

INDEMNIFICATION AND HOLD HARMLESS:

The Vendor shall indemnify and hold harmless the District and its Board of Education, officers, employees, agents, representatives and volunteers from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including but not limited to, all expenses of litigation, court costs, penalties, and attorney's fees whatsoever of any kind or nature, arising directly or indirectly from the negligence of the interested party, its agents, servants, employees, persons or entities engaged as independent contractors by the interested parties and suppliers, provided, however, that the interested party shall not be required to indemnify for the following:

- (a) acts or conduct by third parties, other than the District and its Board of Education, officers, employees, agents, representatives and volunteers, not under the control of the interested party, except for persons or entities engaged as independent contractors by the Vendor;
- (b) claims where the District has failed to give adequate, prompt written notice thereof to the interested party;
- (c) claims settled without the prior written consent of the interested party; or
- (d) acts of intentional misconduct or negligence by the party to be indemnified.

CONFLICT OF INTEREST:

The interested party hereby covenants and agrees that there is no officer or employee of the District forbidden by law to be interested in the Contract, either directly or indirectly, who will benefit from.

INDEPENDENT CONTRACTORS:

The District and the interested parties are independent of one another and shall have no other relationship. Neither party shall have, or hold itself out as having the right or authority to bind or create liability for the other by its intentional or negligent act of omission, or to make any contract or otherwise assume any obligation or responsibility in the name of or on behalf of the other party.

GOVERNING LAW:

The Contract shall be governed by and construed in accordance with the laws of the State of Missouri. Any litigation or other proceeding arising under the Contract shall be commenced in a court of appropriate subject matter jurisdiction in the State of Missouri, County of Jefferson.

COMPLIANCE WITH DISTRICT REGULATIONS:

The interested party shall cause all persons performing work on behalf of interested party and the District to comply with all instructions pertaining to conduct and building regulations issued by the District. All such persons shall wear readily visible identification mutually satisfactory to the District and the Vendor.

The interested party shall cause all such persons to preserve and protect all confidential information of the District to which they may have access during the performance of work. The District may promulgate and modify the rules and regulations relating to the conduct of the Vendor and all persons performing work under the Contract as the District, in its sole discretion, may determine. The interested party shall cause all persons performing work to comply with such modifications.

The Company is responsible for its own verification of all information provided to it. The Company must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained. The Company agrees that it will make no claim for additional payment or seek an extension of time for completion of the work or seek any other concession because of any misinterpretation or misunderstanding of the RFP, or of any failure to fully acquaint itself with all conditions relating to the proposed work.

No oral interpretation will be made to any Company as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Company with other District employees or Board members regarding the RFP may result in disqualification.

THANK YOU FOR YOUR PROPOSAL TO THE DESOTO #73 SCHOOL DISTRICT